



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131


RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #5 – Equal Opportunity

1. The Battalion's policy on equal opportunity is to provide fair treatment for soldiers, civilians, and family members, both on and off duty. This is based on fairness without regard to race, color, creed, sex, national origin, or rank. Mission accomplishment, unit readiness, and morale of all Battalion personnel depend on these principles.
2. The Command's success with its Equal Opportunity Program relies on these key components:
 - a. Equal Opportunity training is mandatory. It is the cornerstone for understanding the diversity of lifestyles. It promotes human awareness and improves communication.
 - b. Affirmative action must be a positive attempt by leadership to identify and correct inequalities that prevent people from reaching their maximum potential. It is a tool to ensure that a good working environment is established and maintained.
 - c. All personnel assigned to this command must feel that the chain of command and first line supervisors are sensitive to equal opportunity issues and will respond. Not only is this right for good management, it is consistent with good leadership and will be done.
 - d. Commanders and supervisors will ensure that our soldiers, civilians, and families receive equal opportunity and fair treatment. Nothing less will be tolerated.
 - e. Finally, we must all be considerate of others in both words and deeds.
3. POC for this memorandum is MAJ Entwistle at (518) 438-1104.


SANDRA E. LUTZ
LTC, MI
Commanding